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What's New in QuickBooks Desktop 2018

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CPD Process

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to **Connect** with
your neighbour



Marjory Rattée
Owner, Books by Marjory
[@booksbymarjory](#)



Marjory Rattée
@booksbymarjory

I am a Certified Professional Bookkeeper and Advanced Pro Advisor for both QuickBooks Desktop and QuickBooks Online. I am also a certified PCP with the Canadian Payroll Association.

I have had my own bookkeeping business for over 25 years and love working with small business owners. I live in Ladner and I am the proud mother of 4.

Agenda

What's new in QuickBooks 2018

- Pro
- Premier
- Accountant
- Enterprise

Q&A

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Stay Logged In

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Stay Logged In

All QuickBooks Desktop, Pro & Up

Log into a file or switch to another file without having to enter a username and password every time

Just every few days

Only if you've explicitly logged off from company file or when the login period has expired

As long as you're using the same Windows user account

Stay Logged In – Turning on this preference

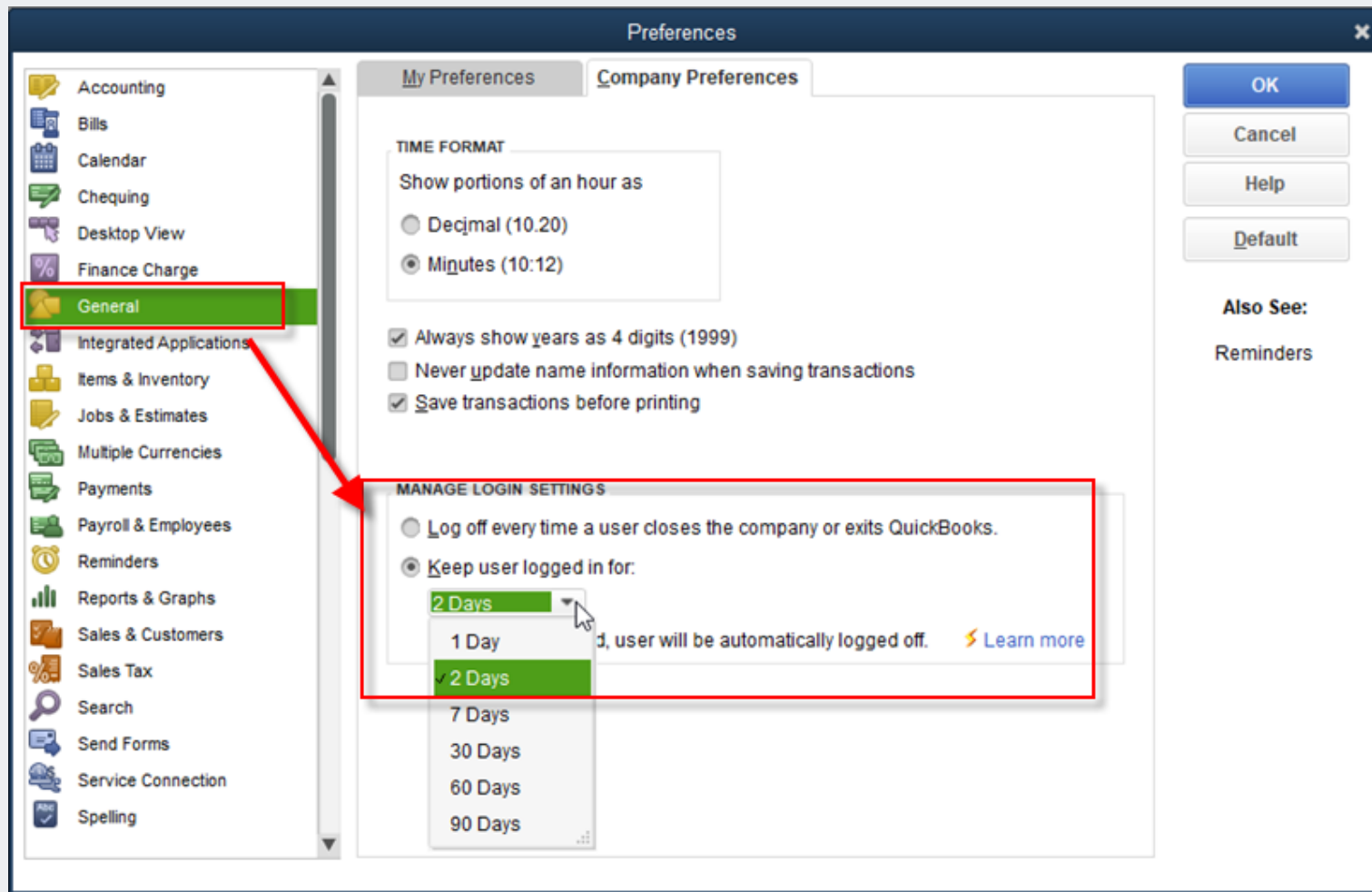
Not on by default

Option is enabled by a Company Preference:

- Enabled by the Admin user
- Applies to all users

Admin decides what the period of login is, from 1 day up to 90 days

Stay Logged In – General company preferences



Stay logged in

- Available in Pro and up
- General preference
- Company preference “manage login settings”
- Therefore is set by admin user and applies to all users for this company file

Stay Logged In – Various access points for admin to turn it on

Pro/Premier/Accountant:

- Edit>Preferences>General>Company Preferences>Manage Login Settings or
- Company>Setup Users and Passwords>Manage Login Settings

QBES:

- Edit>Preferences>General>Company Preferences>Manage Login Settings or
- Company>Users>Manage Login Settings

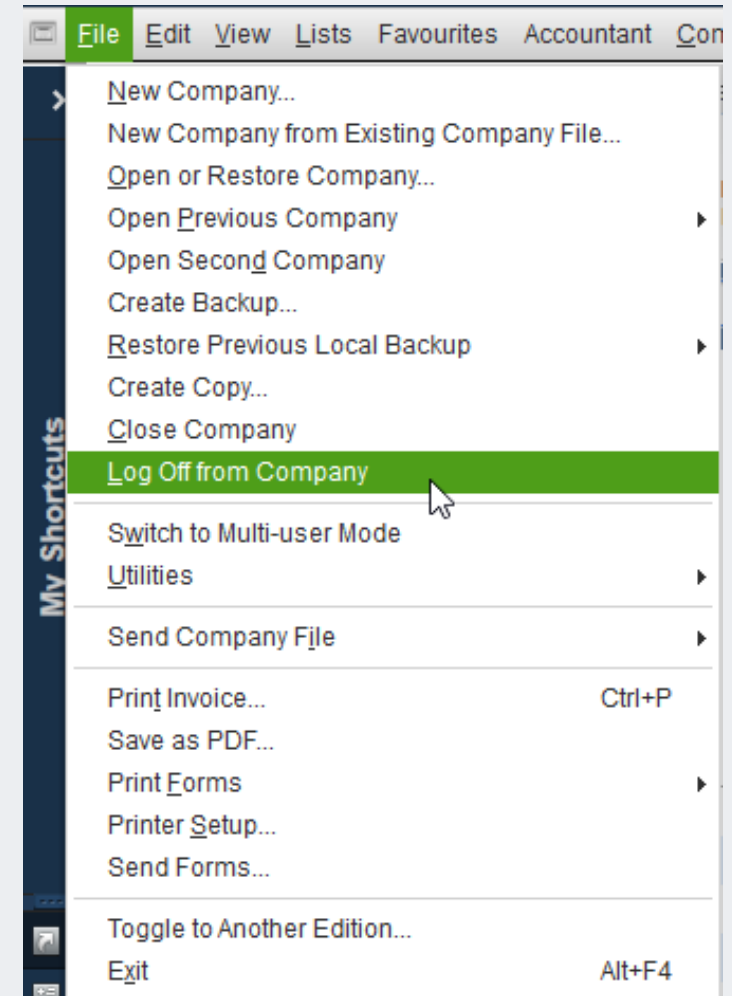
Once the “Stay Logged In” preference is enabled

New entry point for logging off:

- File>Log Off from Company

Note:

- The File>Close Company function will only close the Company File but not log off that user



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Merge Duplicate Vendors

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2018: Merge duplicate vendors via client data review

QB Accountant Desktop & QBES

Not in multi-currency files

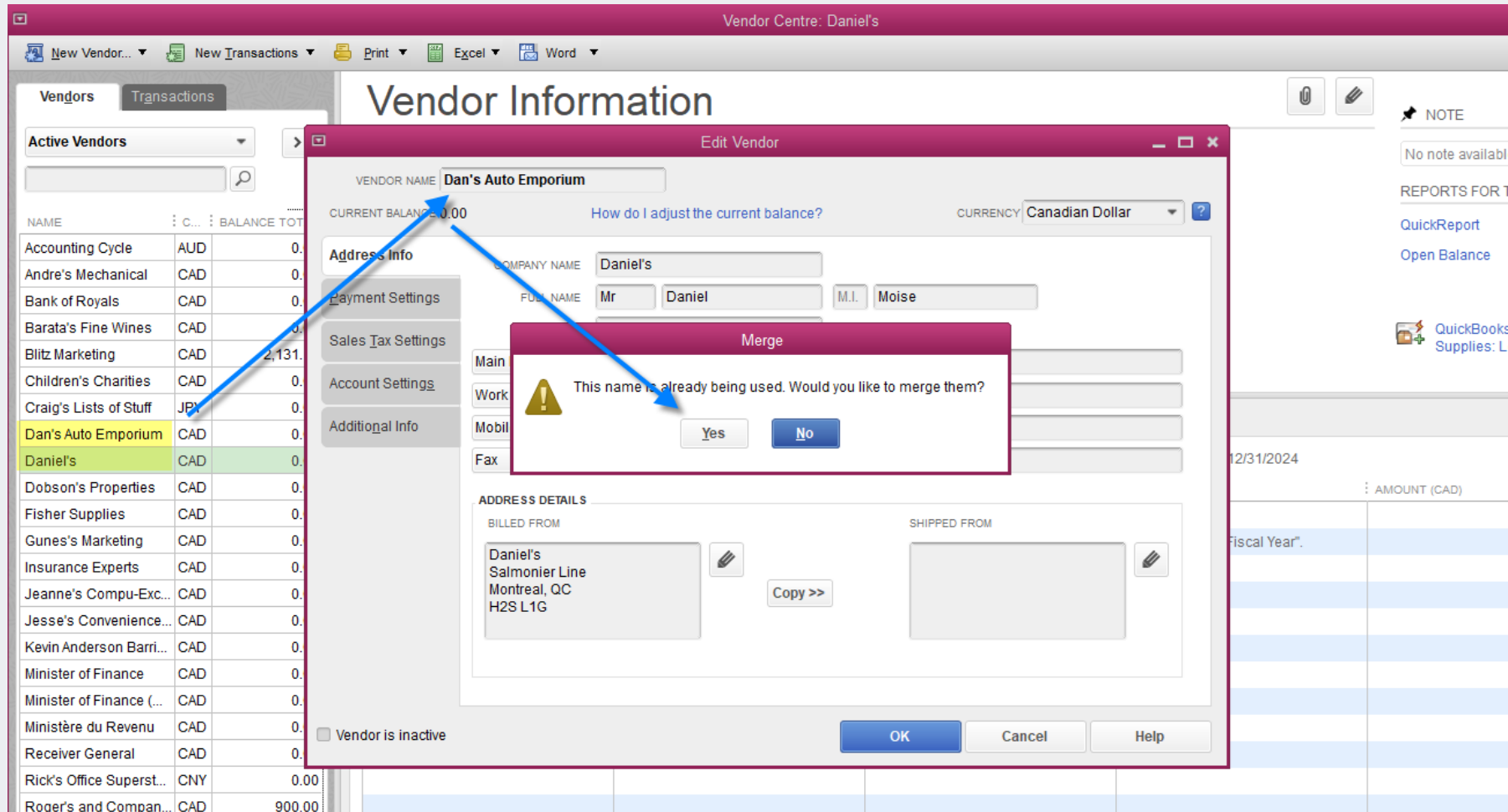
Easily identify duplicate vendors

Merge 4 vendors at a time

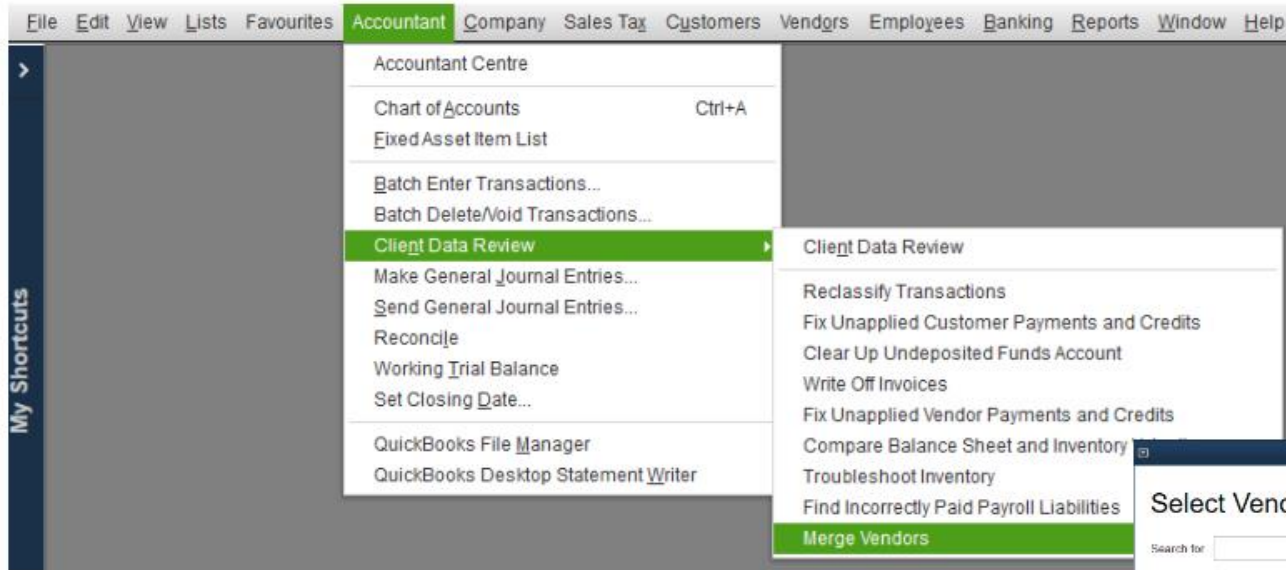
Choose primary vendor

Retain important data present in duplicate vendors

Previous Years: “old-school” merge 2 vendors at a time



2018: Merge vendors up to 4 at a time

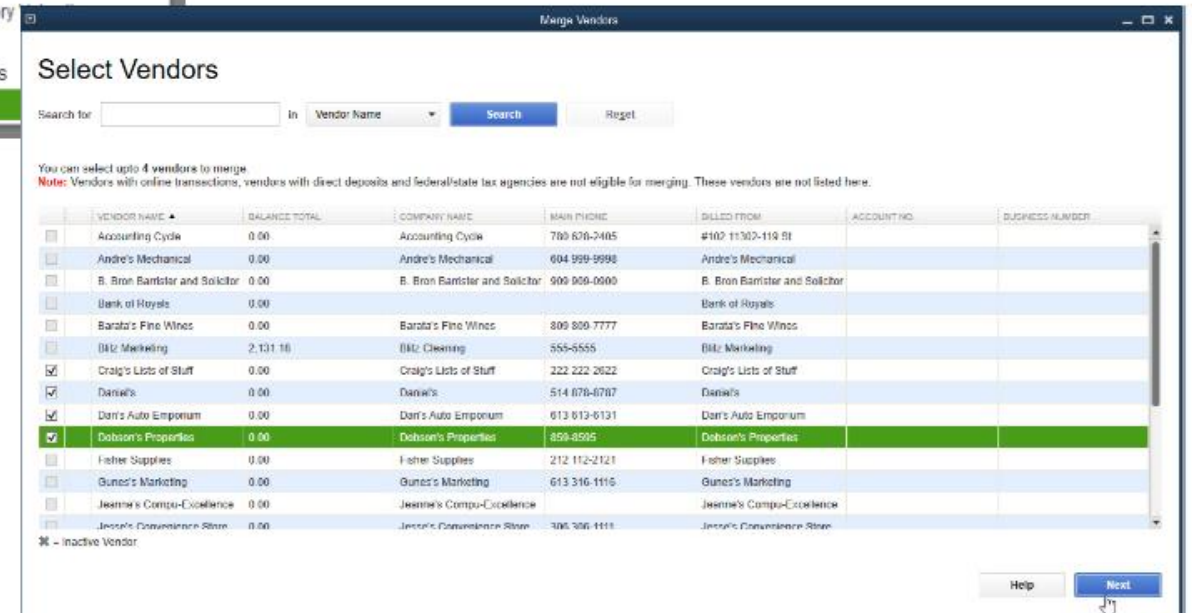


- Accountant & Enterprise Accountant:

Accountant > Client Data Review > Merge Vendors

- Non-Accountant Enterprise editions:
(signed in as Admin or External Acct user)

Company > Accountant Tools > Merge Vendors



2018: Select a master vendor to merge and copy data

Merge Vendors

Select a Master Vendor

Note: The transactions of other vendors will merge with the master vendor. The Vendor Information, Notes, Contacts, To Do's, and Sent Email List information will not get merged. You can update the master vendor with information that you want to carry over from the other vendors.

	<input type="radio"/> Craig's Lists of Stuff	<input checked="" type="radio"/> Daniel's	<input type="radio"/> Dan's Auto Emporium	<input type="radio"/> Dobson's Properties
VENDOR IS ACTIVE	Yes	Yes	Yes	Yes
BALANCE TOTAL	0.00	0.00	0.00	0.00
NO. OF TRANSACTIONS IN LAST 2 YEARS	0	0	0	0
MOST RECENT TRANSACTION DATE			1/2/2026	12/1/2026
OLDEST TRANSACTION DATE			1/2/2026	1/3/2026
COMPANY NAME	Craig's Lists of Stuff	Daniel's	Dan's Auto Emporium	Dobson's Properties
BILLED FROM	Craig's Lists of Stuff 6 Cudmore Ln. Ottawa, ON K2H 3J4	Daniel's Salmonier Line Montreal, QC H2S 1L6	Dan's Auto Emporium 320 Croydon Ave. Ottawa, ON K5J 6T5	Dobson's Properties 4202 England Road Ottawa, ON K3K 2K3
MAIN PHONE	222 222-2622	514 878-8787	613 613-6131	859-8595
ACCOUNT NO.				

Previous

Merge

Backup & Merge

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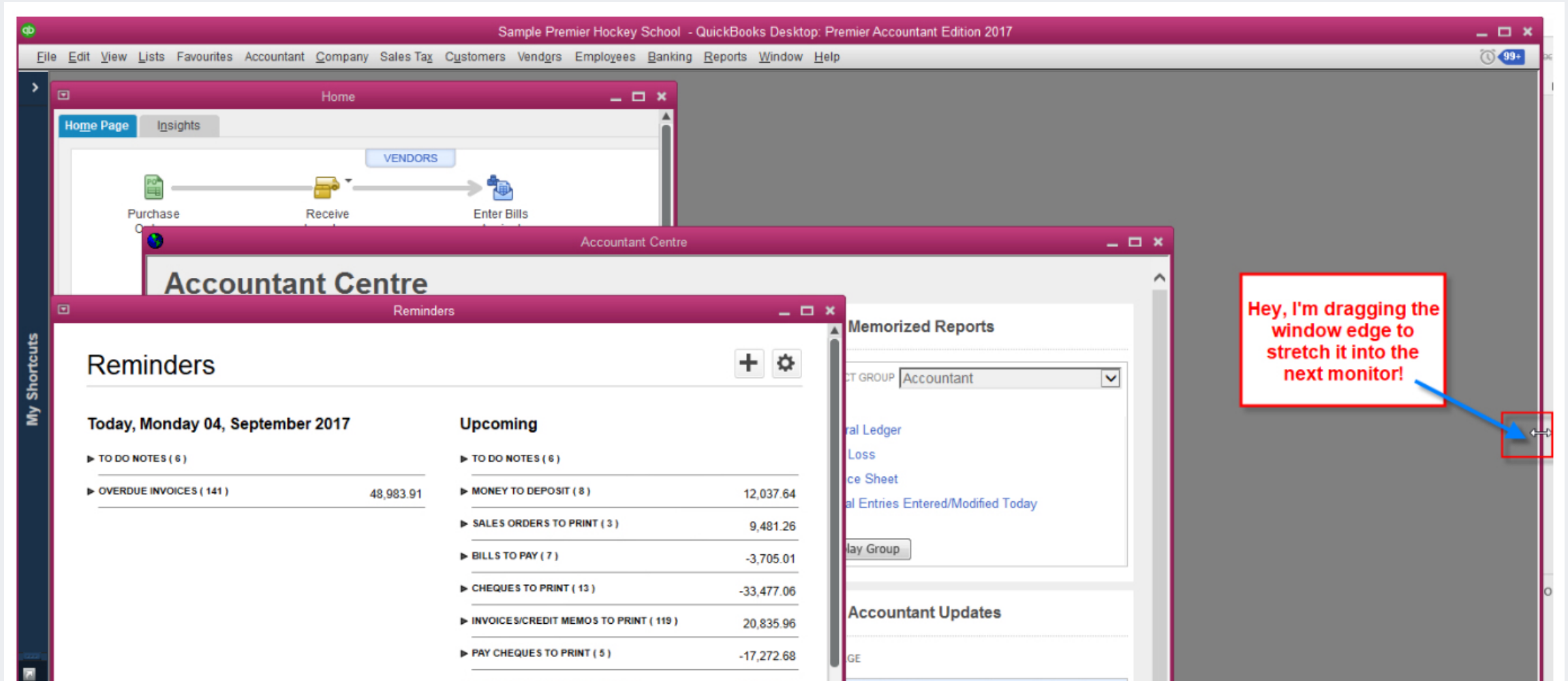
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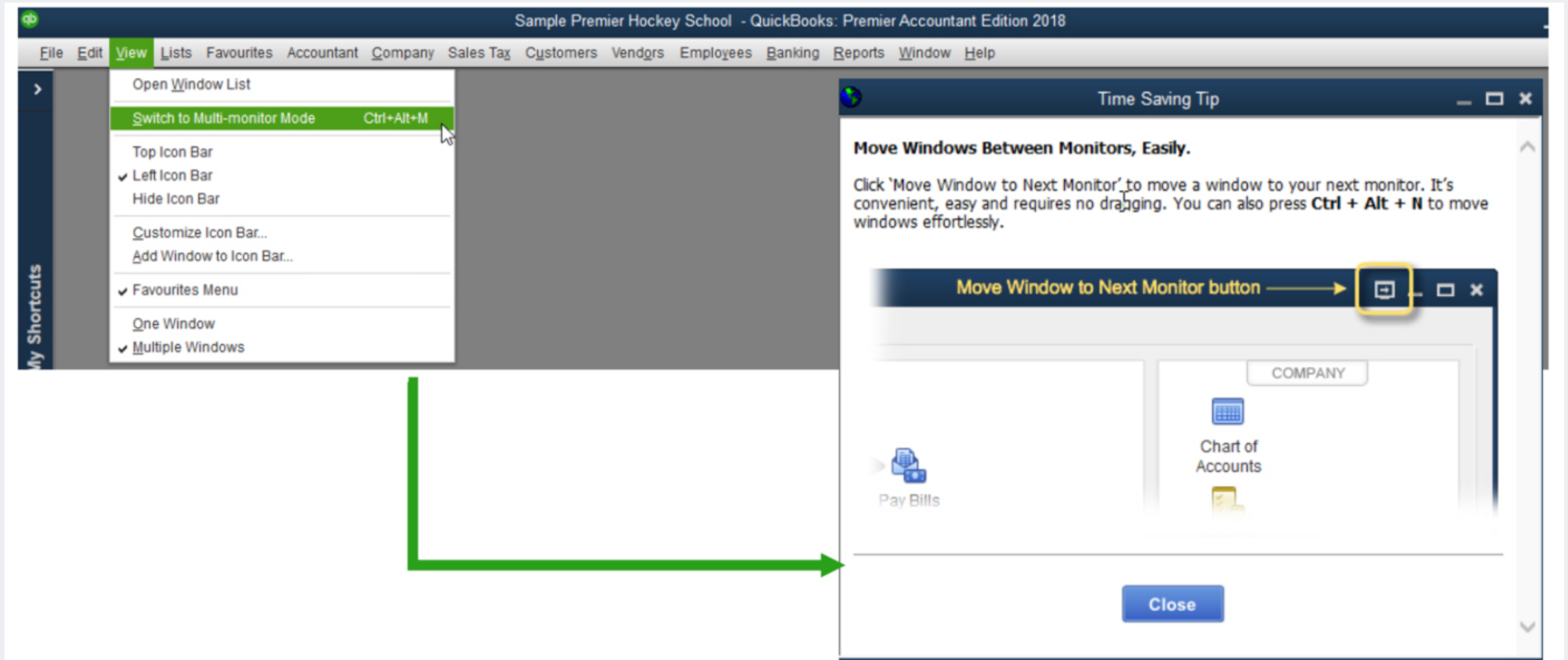
Multi-Monitor Mode

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Previous Years: Manually stretch the QuickBooks Window



2018: Switch to multiple monitor display up to 3 monitors



2018: After switching to multiple monitor display

Move Window to Next Monitor icon

Screen 1

Screen 2

The diagram illustrates the process of moving a window from Screen 1 to Screen 2. On Screen 1, the 'Write Cheques - Chequing' window is open. A red box highlights the 'Move Window to Next Monitor' icon (a monitor with an arrow) in the top-right corner of the window's title bar. A green arrow points from this icon to the same icon on Screen 2, which is the 'Chart of Accounts' window. Another green arrow points from the icon on Screen 2 to the 'Profit & Loss' window, also on Screen 2. This demonstrates how the icon is used to move windows between monitors.

Account	Balance
Bank	114,196.40
Accounts Receivable - AUD	5,192.00
Accounts Receivable - EUR	5,192.00
Accounts Receivable - JPY	12,500.00
Accounts Receivable - USD	21,576.30
Inventory Asset	19,720.80
Other Current Asset	12,837.64
Fixed Asset	13,252.00
Property Plant & Equipment	5,940.00
Computer Equipment	0.00
Accum. Amort	5,940.00
Cost	832.00
Computer Software	0.00
Accum. Amort	832.00
Cost	6,400.00
Vehicles	0.00
Accum. Amort	6,400.00
Cost	5,400.00

Account	Balance
Income	24,528.60
Expenses	24,528.60
Cost of Goods Sold	2,810.00
Cost of Goods Sold	2,810.00
Cost of Goods Sold	21,918.60
Cost of Goods Sold	120.00
Cost of Goods Sold	120.00
Cost of Goods Sold	408.00
Cost of Goods Sold	408.00
Cost of Goods Sold	1,400.00
Cost of Goods Sold	1,400.00
Cost of Goods Sold	10.00
Cost of Goods Sold	890.00
Cost of Goods Sold	890.00
Cost of Goods Sold	371.70
Cost of Goods Sold	371.70

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More Secure Webmail

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2018: More secure webmail (Gmail, Outlook, Hotmail, MSN, Windows Live)

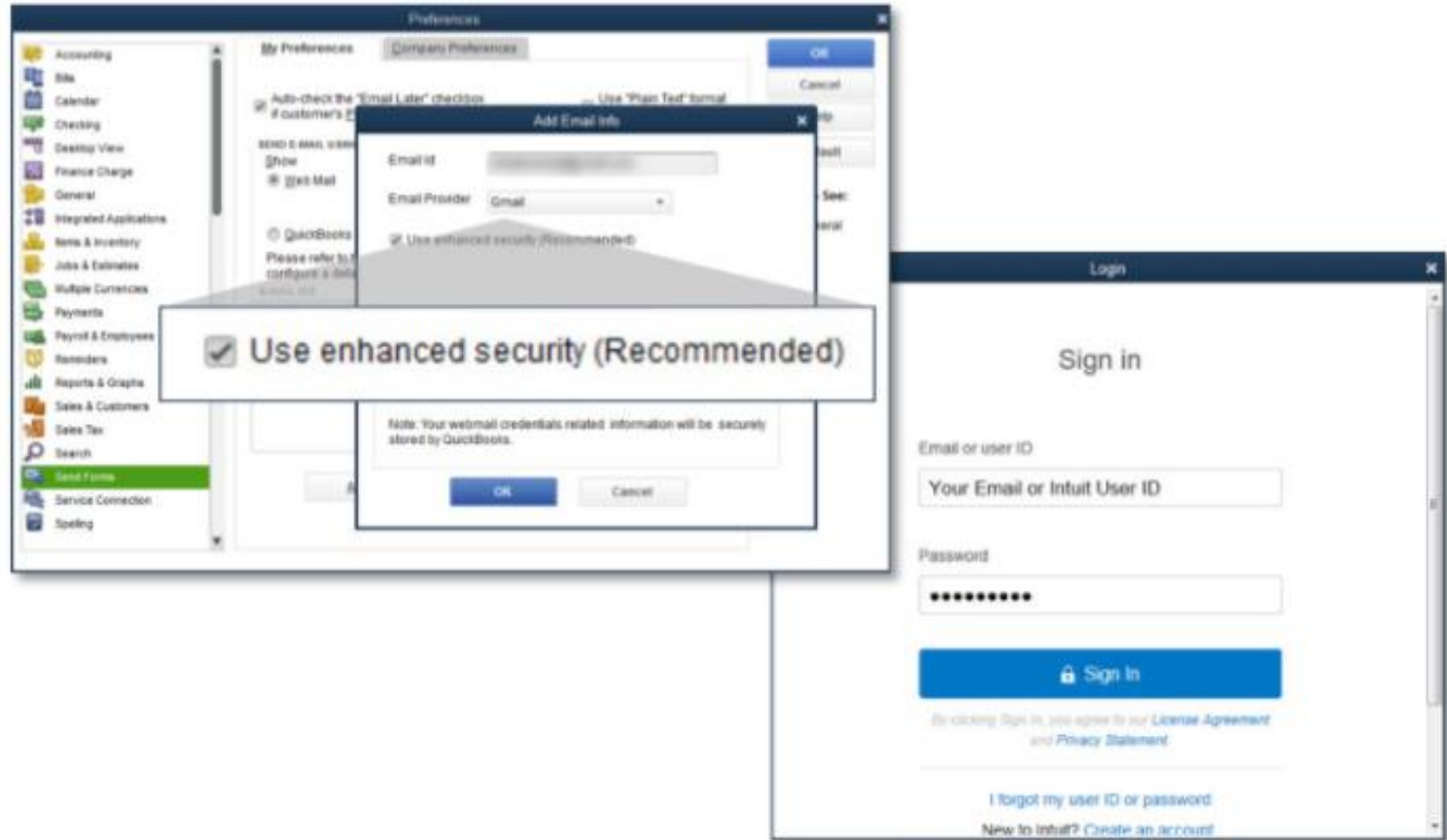
Enable QBDT users to send webmail in line with contemporary security standards

Secure webmail through QuickBooks using improved multi-factor authentication

QBDT seamlessly sends emails until the customer revokes the permissions (no password required each time)

2018: More secure webmail

Edit>Preferences>Send Forms>My Preferences>Webmail>Add>Use enhanced security



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Search in Chart of Accounts

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2018: Search in Chart of Accounts

“Within” text search even if you don’t know exact account name or how name starts

Looks through key account identifiers: name and number

Works very much like Search field in Item List

Previous Years: Looking for an Account

Chart of Accounts			
NAME	TYPE	CURRENCY	BALANCE TOTAL
♦ 6900 · Bank Fees	Expense	CAD	
♦ 6905 · Interest	Expense	CAD	
♦ 6910 · Service Charges	Expense	CAD	
♦ 6200 · Freight/Shipping	Expense	CAD	
♦ 6420 · Insurance	Expense	CAD	
♦ 6425 · Liability Insurance	Expense	CAD	
♦ 6560 · Payroll Expenses	Expense	CAD	
♦ 6645 · Professional Fees	Expense	CAD	
♦ 6650 · Accounting	Expense	CAD	
♦ 6655 · Legal	Expense	CAD	
♦ 6250 · PST Expenses	Expense	CAD	
♦ 6500 · Rent	Expense	CAD	
♦ 6950 · Sales Discounts	Expense	CAD	
♦ 6770 · Supplies	Expense	CAD	
♦ 6780 · Marketing	Expense	CAD	
♦ 6790 · Office	Expense	CAD	
♦ 6820 · Taxes	Expense	CAD	
♦ 6830 · Federal	Expense	CAD	
♦ 6840 · Provincial	Expense	CAD	
♦ 6600 · Utilities	Expense	CAD	
♦ 6605 · Electricity	Expense	CAD	
♦ 6610 · Phone	Expense	CAD	
♦ 6300 · Vehicles	Expense	CAD	
♦ 6310 · Fuel	Expense	CAD	
♦ 6320 · Maintenance and Repairs	Expense	CAD	
♦ 6955 · Vendor Discounts	Expense	CAD	
♦ 90200 · Sales Orders	Non-Posting	CAD	
♦ 4 · Estimates	Non-Posting	CAD	
♦ 2 · Purchase Orders	Non-Posting	CAD	

Account ▾ Activities ▾ Reports ▾ Attach ☐ Include inactive

2018: Search on any part of account name or number

Look for account name or number

NAME	TYPE	CURRENCY	BALANCE TOTAL
♦ 1499 · Undeposited Funds	Other Current Asset	CAD	12,037.64
♦ 1800 · Property Plant & Equipment:1840-0 · Computer Equipment	Fixed Asset	CAD	5,940.00
♦ 1800 · Property Plant & Equipment:1840-0 · Computer Equipment:1840-99 · Accum. Amort.	Fixed Asset	CAD	0.00
♦ 1800 · Property Plant & Equipment:1840-0 · Computer Equipment:Cost	Fixed Asset	CAD	5,940.00
♦ 1800 · Property Plant & Equipment:1845-0 · Computer Software	Fixed Asset	CAD	832.00
♦ 1800 · Property Plant & Equipment:1845-0 · Computer Software:1845-99 · Accum. Amort.	Fixed Asset	CAD	0.00
♦ 1800 · Property Plant & Equipment:1845-0 · Computer Software:Cost	Fixed Asset	CAD	832.00
♦ 2240 · PST Payable	Other Current Liability	CAD	2,658.31
♦ 2400 · Term Loan	Long Term Liability	CAD	96,150.00
♦ 49900 · Uncategorized Income	Income	CAD	
♦ 4010 · Sales	Income	CAD	
♦ 6420 · Insurance	Expense	CAD	
♦ 6420 · Insurance:6425 · Liability Insurance	Expense	CAD	
♦ 6645 · Professional Fees	Expense	CAD	
♦ 6645 · Professional Fees:6650 · Accounting	Expense	CAD	
♦ 6645 · Professional Fees:6655 · Legal	Expense	CAD	
♦ 6820 · Taxes:6840 · Provincial	Expense	CAD	
♦ 4 · Estimates	Non-Posting	CAD	

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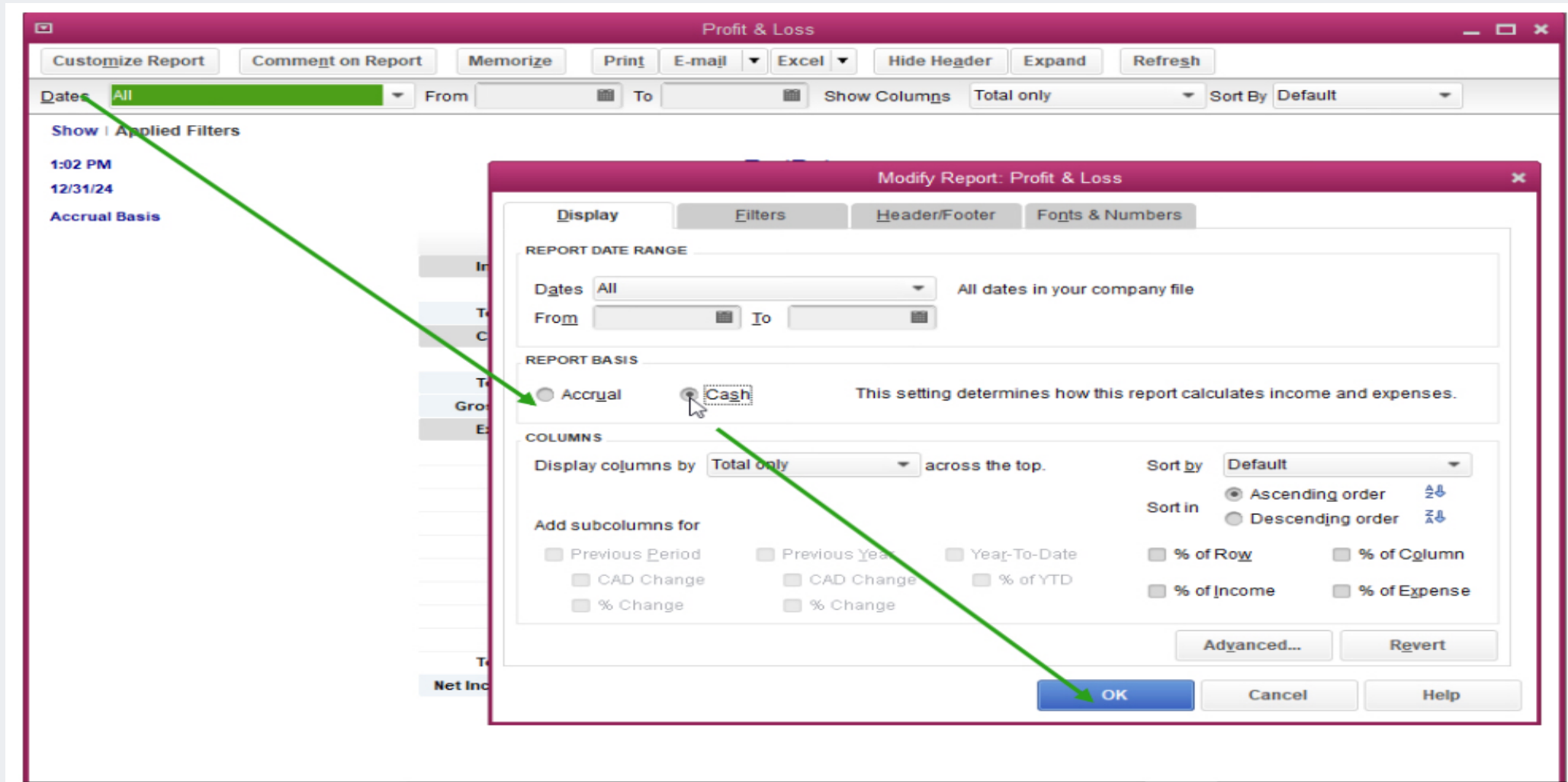
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Cash/Accrual Toggle in Reports

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Previous Years: Cash vs Accrual basis not easy to switch



2018: One-Click Cash/Accrual toggle

The screenshot shows the Intuit QuickBooks Enterprise Solutions Accountant 18.0 interface. The 'Report Basis' toggle is highlighted with a red box, showing 'Accrual' selected and 'Cash' unselected. A red arrow points from this toggle to the 'Accrual Basis' link below it, which is also highlighted with a red box. The main report area displays the 'TestBeta Profit & Loss All Transactions' report for 'Mar 23, 17'.

TestBeta Profit & Loss All Transactions	
Mar 23, 17	
Ordinary Income/Expense	
Income	
Consulting Income	1,358.97
Total Income	1,358.97
Gross Profit	1,358.97
Expense	
Automobile Expense	1,900.00
Depreciation Expense	100.00
Total Expense	2,000.00
Net Ordinary Income	-641.03
Net Income	-641.03

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Automatic Past Due Stamp on Invoices

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Previous Years: Overdue invoices were handled this way

Additional Customization

SELECTED TEMPLATE: PAST DUE Invoice [Template is inactive]

Header Columns Print Title

Default Title	Screen	Print	Title
Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice
Invoice Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Date
Invoice To	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice #
Ship To	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice To
P.O. No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ship To
S.O. No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P.O. No
Terms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Phone #
Due Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Terms
REP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Due Date
Account Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Rep
Ship Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Subtotal
Ship Via	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ship Date
FOB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ship Via
Project/Job	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FOB
Other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Project
Customer Bus #	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Project
Spouse's Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Customer Bus #
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Customer BN

When should I check Screen or Print? Default

Print Preview...

Layout Designer... OK Cancel

Create Invoices

Main Formatting Send Reports

Find New Save Delete Create a Copy Memorize Mark As Pending Print Email Print Later Email Later Attach File Add Time/Costs Apply Credits Receive Payments Create a Batch Refund/Credit

CUSTOMER_JOB: Kitchener Blades:Woodcro... CLASS: TEMPLATE: PAST DUE Invoice

DATE: 12/04/2024 INVOICE #: 281

Fixed Fee Invoice
Intuit Packing Slip
Intuit Product Invoice
Intuit Professional Invoice
Intuit Service Invoice
Intuit Standard Pledge
Invoice from Proposal
Lawyers's Invoice
PAST DUE Invoice
Progress Invoice
Property Management Charges
Property Management Invoice
Rent Invoice
Tenant Charges
Time & Expense Invoice

ITEM	QTY	DESCRIPTION
Pro Wor...	6	Special Order

CUSTOMER MESSAGE: We appreciate your prompt payment.

MEMO:

TOTAL: 847.50
PAYMENTS APPLIED: 0.00
BALANCE DUE: 847.50

Save & Close Save & Now Revert

2018: Setting up for past due stamp on invoices

The image shows two screenshots from the QBConnect software interface. The left screenshot is the 'Basic Customization' window, and the right screenshot is the 'Invoice' window.

Basic Customization Window:

- SELECTED TEMPLATE:** Copy 4: Initial Product Invoice
- LOGO & FONTS:** Includes options for 'Use logo', 'Select Colour Scheme', and 'Change Font For:' (Title, Company Name, Company Address, Labels).
- COMPANY & TRANSACTION INFORMATION:** Includes checkboxes for 'Company Name', 'Phone Number', 'Company Address', 'E-mail Address', 'Fax Number', 'Web Site Address', 'CRA/Business No.', 'MRO GST Registration No.', and 'Mark taxable amounts with "T" when printing'.
- Print Past Due Stamp:** This checkbox is checked and highlighted with a red box. A green arrow points from this checkbox to the 'PAST DUE' stamp on the invoice.
- Print Status Stamp:** Includes a dropdown for 'Select only when you want to include Past Due Information Stamp'.

Invoice Window:

- Header:** Invoice, DATE: 03/22/2017, INVOICE #: 4, BILL TO: [Redacted], TERMS: [Redacted], DUE DATE: 03/22/2017.
- Table:** A table with columns: ITEM, DESCRIPTION, QTY, RATE, CLASS, AMOUNT. The first row is 'Reimb Subl' with a rate of 327.00 and amount of 327.00. The second row is 'TestService' with a rate of 327.00 and amount of 327.00.
- Footer:** TOTAL: 327.00, PAYMENTS APPLIED: 0.00, BALANCE DUE: 327.00. Buttons: Save & Close, Save & New, Revert.
- Right Panel:** Customer: TestCust, Transaction: [Redacted], SUMMARY: Email: chetnasamant@gmail.com, Preferred delivery method: E-mail, Open balance: 774.00, Active estimates: 0, Sales Orders to be invoiced: [Redacted].

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New Keyboard Shortcuts

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Previous Years: Copy and paste line using right click or edit menu

Create Invoices - Accounts Receivable

Main Formatting Send Reports

Find New Save Delete Create a Copy Memorize Mark As Pending Print Email Print Later Email Later Attach File Add Time/Costs Apply Credits Receive Payments Refund/Credit

CUSTOMER: JOB Cioran,J... CAD [Wholesale] CLASS ACCOUNT 1200 - Acc... TEMPLATE Intuit Servic...

DATE 10/15/2024 INVOICE # 271 INVOICE TO Cioran,Jason 57 River Avenue Montreal, QC H2E 9V3

P.O. NO. TERMS Due on receipt

ITEM	QTY	DESCRIPTION	RATE	CLASS	AMOUNT	TAX
Consulting		fees	75.00	School:Indiv. Consult	75.00	G

EXCHANGE RATE CAD

SUMMARY GST FOR SALES 5.0% CAD 3.75 CAD 0.00

TOTAL CAD 78.75 PAYMENTS APPLIED CAD 6.25 BALANCE DUE CAD 72.50

Thank you

MEMO

Save & Close Save & New Revert

Cioran,Jason

Customer Transaction

SUMMARY

Phone 902-9020
Open balance 124.68
Credit Limit 25,000.00
Active estimates 0
Sales Orders to be invoiced 0

RECENT TRANSACTION

12/15/24 Invoice 52.18
10/15/24 Payment 400.00
10/15/24 Invoice 78.75
09/15/24 Invoice - Paid 78.75
08/15/24 Invoice - Paid 78.75

NOTES

Copy Line

2018: New keyboard shortcuts to copy and paste entire rows

Copy row = Ctrl-Alt-Y (from any position)

Paste row = Ctrl-Alt-V (from any position)

Works with:

- Invoices
- Estimates
- Sales Receipts
- Sales Orders
- Credit Memos
- Purchase Orders
- Timesheets

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Inventory Report Customization

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Previous Years: No customizing columns in inventory reports

Modify Report: Inventory Valuation Summary

Display Filters Heder/Footer Fonts & Numbers

REPORT DATE RANGE

Dates **This Month-to-date** From the first day of the current month through today

From 12/01/2024 To 12/31/2024

No Customization of Columns!

Revert

OK Cancel Help

2018: Customizing columns in inventory reports

Modify Report: Inventory Valuation Summary

Display Filters Header/Footer Fonts & Numbers

REPORT DATE RANGE

Dates **This Month-to-date** From the first day of the current month through today

From 12/01/2026 To 12/31/2026

COLUMNS

Search Columns

✓	:	⇅
✓	% of Tot Retail	
	Order	
	Sales/Week	
	On Sales Order	
	Available	
	For Assemblies	
	Reorder Qty	

Put a check mark next to each column that you want to appear in the report.

Revert

OK Cancel Help

2018: Inventory report customization

Add Columns in Inventory summary reports

- Inventory valuation summary – 17 fields added
- Stock status by item – 15 fields added
- Assembly shortage by item – 11 fields added (QBES only)

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Take Another Look at QuickBooks Enterprise

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Why Enterprise?

Up to 30 concurrent users

More granular security (100+ vs. 15 “chunky” levels)

Handles larger data files

Open 2 companies at once

Combined reporting

Faster

Why Enterprise?

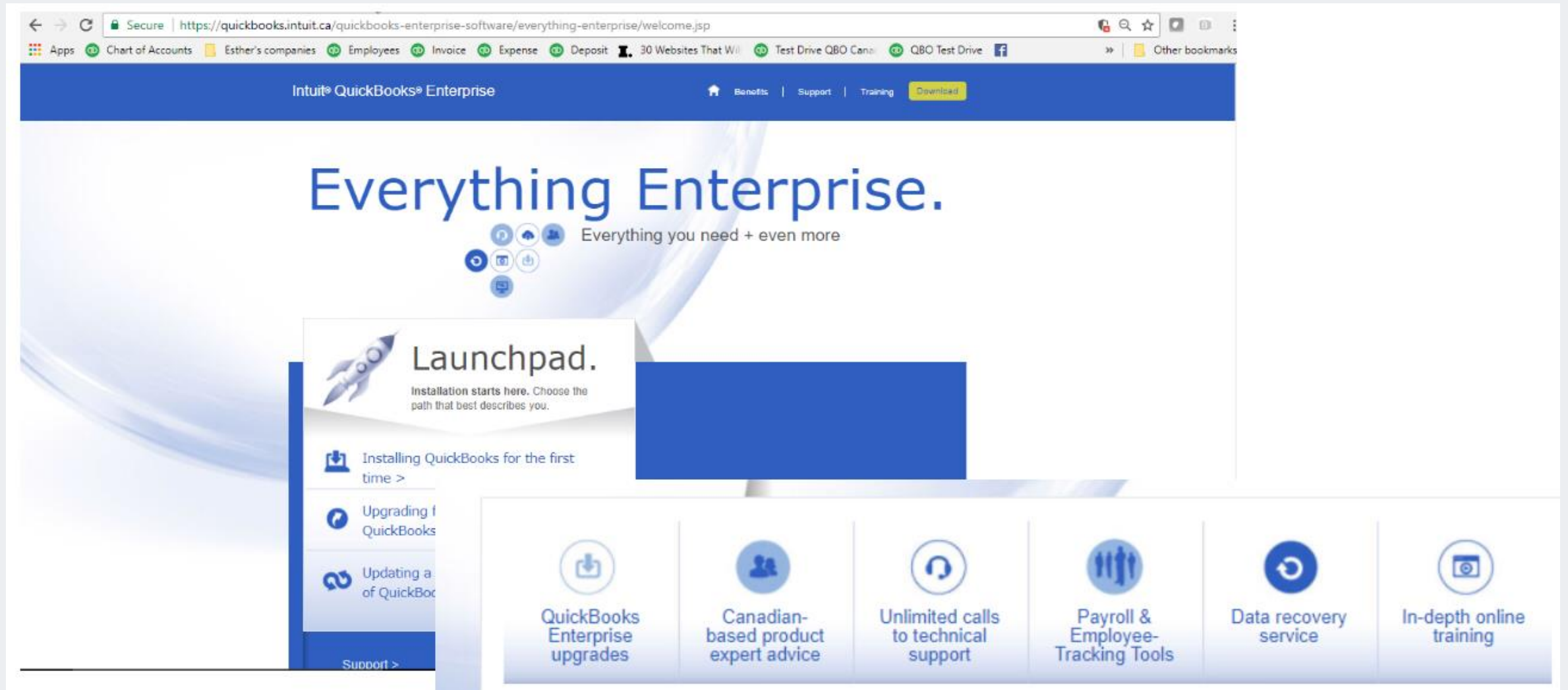
Larger list limitations (e.g. 1 MM items vs 14,500)

Easy to migrate

Payroll & unlimited Canada-based tech support

Optional features such as sorting a form by the column header, disallow negative inventory, suppress footer on every page but the last one on multi-page invoices

Customer Resource Centre Website



Why Enterprise?

Automatic product upgrades

Industry Flavours

Advanced Inventory

Advanced Pricing

Hosting Services: Toronto-based data centre, automatic backups, bank-level security, complimentary support

QuickBooks Enterprise Cloud Hosting Service

Run your QuickBooks Enterprise from the cloud

QUESTIONS? GIVE US A CALL

(866) 935-7237

M-F 9am-6:30pm ET

 [Contact Sales](#)



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